



FAASV Election Nomination Form

Nomination Form 2017

I am nominating the following member for the position of:

President _____

Recording Secretary _____

Vice President _____

Corresponding Secretary _____

Treasurer _____

Nominator's Last Name _____

Name: _____

Address _____

Phone number: _____ FAASV Member # : _____

I would like to be considered for appointment as (circle one)

Membership

Historian

Social Committee

Cultural Heritage

Master-At-Arms

Newsletter

Auditor

Public Relations'

Elected Officers' Responsibilities:

President: Provides leadership and direction to the association. Has general supervision of all affairs of the Fil-Am Association. Presides at all meetings and functions of the Fil-Am Association and the Executive Board. Represents FAASV during social functions sponsored by other associations or organizations. May nominate advisors to be members of the Board of Directors. Has possession of one set of association's keys. Nominates chairperson and vice chairperson for each standing committee, which must then be approved by the Board of the Directors. Appoints the chairperson and vice chairperson for special committees, and outlines the duties and responsibilities of the special committees. Has the authority to sign checks for the association. Writes monthly summary for the Fil-Am Newsletter. Performs additional duties as directed by the Board of Directors.

Vice President: Assumes the duties and responsibilities of the President in his/her absence. Assists the President in matters concerning planning and coordinating of the activities of the association. Advises and counsels the President, as needed. Supervises the monthly function of the association. Has the authority to sign checks for the association. Performs additional duties as prescribed by the President

Treasurer: Oversees and manages the association's financial matters. Is the custodian of all funds owned by the Fil-Am Association. Maintains all financial records of the Fil-Am Association. Appoints and supervises a committee to collect monies at all association's functions. Has the authority to sign checks for association's use, with the approval of the President Prepares and presents monthly financial statement. Supervises the care and maintenance of association's properties and inventories. Oversees and manages the scholarship fund. Prepares annual year-end statement every December. Files IRS form for the fiscal year and all financial reports in a proper and timely manner Copies of all financial documents shall be provided to the Registered Agent. Performs additional duties as directed by the President

Recording Secretary: Records minutes of general and board meetings, and presents minutes of the previous month at the monthly board meetings. Is the custodian of the association's records and maintains the archives, to include: By-Laws Standing Rules, Board Minutes, Standing Committee Chairperson's Annual Summary, Board Members' and Job Descriptions. Performs additional duties as directed by the President.

Corresponding Secretary: Is responsible for receipt and distribution of incoming mail. Responsible for all of the association's correspondence, to include courtesy cards and thank you notes. Maintains files of incoming and outgoing correspondence. Maintains reservations systems and files of the association's events. Reports total reservations to the President. Makes name tags and distributes them at all Fil-Am functions. Performs additional duties as directed by the President.